



State of Utah  
Department of Public Safety  
**APPLICATION FOR CONCEALED FIREARM PERMIT**

**INSTRUCTIONS**

**NEW APPLICANT**

**WHO MAY APPLY**

You may apply for a concealed firearm permit if you are:

- ☐ at least 21 years of age

**WHERE TO APPLY**

Bureau of Criminal Identification

In person and by mail:  
3888 West 5400 South  
Taylorsville UT 84118-3549

**HOW TO APPLY**

Please answer all questions in the application by typing or clearly printing in ink. Attach all documentation required. Every application must be signed and notarized prior to being submitted.

**COST TO APPLY**

A non-refundable fee of **\$65.25** must be included with your application. This fee consists of \$35.00 for application and permit processing and \$30.25 charged by F.B.I. to process the fingerprint card. The Bureau will accept cash, check, money order or credit cards. Credit card payment **must include the 3 digit control number from the back of the card**. We only accept VISA and MASTERCARD. Make check or money order payable to the **Utah Bureau of Criminal Identification**. There will be a \$20.00 service charge for returned checks.

**DO NOT SEND CASH IN THE MAIL**

**CONCEALED FIREARM COURSE SURVEY**

Please complete the course survey. This is available on the BCI website. Please return survey by e-mail to [DPSFIREARMS@utah.gov](mailto:DPSFIREARMS@utah.gov)

**WHAT MUST ACCOMPANY THE APPLICATION**

INCLUDE THE FOLLOWING DOCUMENTS:

- ☐ PHOTOCOPY OF YOUR DRIVERS LICENSE
- ☐ 1 (BLUE & WHITE) APPLICANT FINGERPRINT CARD  
**BCI does offer fingerprint services. The fee is \$13.00**
- ☐ PHOTOGRAPH:  
One recent color photograph of **passport quality – 2”X2”**  
**NAME MUST BE ON BACK OF PHOTO!! BCI does offer photo services for our permits. The fee for a photo is \$13.00**
- ☐ Application must include physical and mailing address

**Any questions please contact BCI at (801) 965-4445.**

☐ **FINGERPRINT CARDS:**

Blue and white Applicant fingerprint card can be obtained from B.C.I. or your local police department. Fingerprint card must be filled out completely. **USE BLACK INK ONLY.** Writing and prints must be legible. Fingerprints should be taken by a trained fingerprint technician. Fingerprint cards that are not legible will be returned to the applicant and will cause a delay in processing the application. Fingerprint services may be available from your local law enforcement agency. Check in your local phone book for private businesses that also offer this service. The Bureau does offer fingerprinting and photo services if applying in person. Fingerprint fee is \$13.00

☐ **VERIFICATIONS:**

**If you are a resident alien or naturalized citizen you must include your ARI or naturalization number on your application and fingerprint card.**

☐ **WEAPON FAMILIARITY CERTIFICATION:**

Applicants must complete a firearms familiarity course certified by the Bureau. The course must be completed before you apply for a permit. Please have your instructor complete the certification information on the application. Holders of a valid Concealed Firearm Permit from another state other than Utah are not exempt from taking the weapon familiarity course from an approved Utah instructor. **BCI must receive your application within one year of course completion.**

☐ **APPLICATION PROCESSING**

Once your application is received, a background investigation will be conducted. When this process is complete and it is determined that the criteria established by law has been met, the permit will be mailed to you. Do not call to check the status of your permit. Your application will be receipted once it is received. We have **60 days to process** your application.

**WARNING**

***Falsification of any information in the application may result in denial or revocation of a permit and possible criminal prosecution.***

Applications will be accepted from 7:00 a.m. until 5:30 p.m. Monday – Thursday at the Bureau office. You may also apply by mail.

If applying by mail please send your application along with everything that must accompany it in a 9 x 12 envelope, if possible, for more efficient processing.

**VISIT OUR WEBSITE AT:  
[www.bci.utah.gov](http://www.bci.utah.gov)**



Your application will **not** be processed unless this form is completely filled out and all applicable questions have been answered. Be sure to provide all supporting documents: one complete fingerprint card, one photo (**with name on back**), and photocopy of drivers license. Enclose the appropriate fee, **\$65.25**, in the form of cash, check, money order or credit card made payable to "Utah Bureau of Criminal Identification". **FEES ARE NON-REFUNDABLE.**

What is your Citizenship? \_\_\_\_\_ Alien Registration # or Naturalization # \_\_\_\_\_

<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of a felony?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of a crime of violence?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of an offense involving the use of alcohol? (i.e. DUI/DWI, alcohol related reckless, supply alcohol to minor, etc.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of the unlawful use of narcotics or other controlled substances?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been convicted of any offense involving moral turpitude? (i.e., theft, criminal mischief, sex crimes, etc.)
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been <b>arrested</b> for any offense involving domestic violence?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been adjudicated as mentally incompetent?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been involved in <b>any incident</b> in which you have used unlawful violence or threats of unlawful violence?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Are you currently subject to a court sanctioned protective order?
<input type="checkbox"/> Yes	<input type="checkbox"/> No	Have you ever been dishonorably discharged from the armed forces?

**ALL APPLICANTS:** Please read and sign the statement below. Your signature must be notarized to complete this form.

Notary Public

**Credit Card payment must include 3 digit control number found on back of the credit card. There is a \$20.00 service charge for any returned check.**

Expiration Date			

Revised 3/2009